



# **TOWN OF BARRINGTON**

## **NEW HAMPSHIRE**

Office of the Select Board

### **Surplus Property Disposition Policy**

#### **I. PURPOSE**

Surplus Town property is defined as property belonging to the Town of Barrington, which is obsolete, damaged, unusable or in excess of need, including: equipment (regardless of cost and estimated life), vehicles, supplies, and furniture, etc. This does not include real estate property. Property under this definition is subject to the following procedures.

#### **II. POLICY**

Upon determining an item(s) as surplus by the Department Head or Select Board, the surplus item will be removed from use or inventory and the disposal process initiated.

#### **III. PROCEDURES**

1. The disposition preferences of surplus property shall be determined by using the following priority list of recipients:
  - a. Other town departments
  - b. School districts
  - c. Other municipalities
  - d. Other interested parties
2. The following thresholds should be used when determining the appropriate procedure for the disposal of all surplus property:
  - a. Surplus item(s) with the current market value of \$0 (i.e. obsolete, damaged, etc.) do not have to be advertised if the property is to be scrapped. The Department Head is directly responsible for making sure the item is properly scrapped.
  - b. Surplus item(s) with the current market value of \$100 or more will be advertised or posted by the Department Head for a period of one to three days as deemed appropriate. The Department Head will assume the cost of any such advertising through their operating budget. At the close of the advertising period, the Department Head will review bids and upon notification to the Select Board, the surplus item will be awarded to the highest bidder. If there is no bidder for the item(s), the Department Head will notify the Select Board who will then determine proper disposition relative to the item.
3. In all instances except when a surplus item is used in trade, donated, or through prior agreement, proceeds from the sale of the surplus item will be returned to the General Fund.
4. Department Heads are responsible for the transfer of items to the recipients/buyers in a timely manner. Department Heads are also responsible for removing the item from inventory and informing the Financial Department of the item status immediately.
5. The Select Board must approve all sales or transfers to any employee, or their



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immediate family members. The sale price to any item sold to employees or their immediate family should approximate current market value.

6. The Select Board and/or Department Head retains the right to refuse any and all bids and to consider factors deemed significant along with bid price.